



CITY OF LONG BEACH

DEPARTMENT OF LIBRARY SERVICES

101 Pacific Avenue ! Long Beach, CA 90822 ! (562) 570-7500 FAX (562) 570-7408

PROMOTIONAL/TRANSFER OPPORTUNITY

ADMINISTRATIVE ANALYST III

Open to Current Permanent City Employees

(Salary range: \$24.77 - \$33.70 per hour)

The Department of Library Services has an opening for a full-time, classified Administrative Analyst III position. The position may be filled at the Assistant or Administrative Analyst I, II, or III grade level, depending on the experience and qualifications of the applicants. The Department, which consists of 11 neighborhood libraries and a Main Library, provides informational resources and interfaces with various public and private organizations to enhance library programs and services. The Department is a creative and dynamic organization, involved in the construction of Long Beach's first 21st century library. The Administrative Analyst, working under the Administrative and Facility Management Division, provides support to managers and staff and coordinates the departmental safety program and library capital improvement program projects. The individual selected will play a major role in the development of the annual operating budget. He or she will handle a variety of assignments, while having the opportunity to make decisions and affect the community we serve. This is a great opportunity for an individual seeking to work in an environment that will enhance skills for future advancement.

Examples of Duties: Assist in the preparation of the annual budget; coordinate departmental safety program and capital improvement program projects; assist in the handling of facility-related projects and maintenance requests; supervise delivery staff; coordinate workstation ergonomic assessments; assist in the procurement of services and equipment; prepare analyses of programs and services; may assist in handling City purchasing card (credit card) transactions; serve on city-wide committees; assist in handling financial tasks associated with grants; supervise Administrative and Facility Management Division staff in the absence of the Administrative Officer; may assist in the handling of personnel matters; and perform other related duties as required.

Desirable Qualifications: Excellent written, communication, analytical, and organizational skills; proficient in the use of Microsoft Word, Excel, and PowerPoint; experience with BPREP and FAMIS; ability to maintain effective working relationships at all levels of the organization; ability to handle multiple projects concurrently; experience in handling facility and capital projects, processing contracts, and supervising subordinate staff; and ability to prioritize assignments and projects.

Requirements to file: Please submit a letter of interest, resume, and three work-related references by 4:30 p.m. on Friday, January 21, 2005, to Theresa Graham, Administrative Officer, at the address above or via e-mail (tgraham@lbpl.org). Qualified applicants will be invited to participate in the interview process.

AN EQUAL OPPORTUNITY EMPLOYER

This information is available in an alternative format by request to Theresa Graham at (562) 570-6110. The City of Long Beach intends to provide reasonable accommodations in accordance with the Americans with Disabilities Act of 1990. If a special accommodation is desired, please call Theresa Graham 48 hours prior to the interview at (562) 570-6110.